

PUBLIC LIBRARY STAFF EDUCATION PROGRAM

Guidelines and Instructions

2009/2010

Application Receipt Deadline: 4:00 p.m., March 18, 2009

CALIFORNIA STATE LIBRARY
PUBLIC LIBRARY STAFF EDUCATION PROGRAM

2009/10

(a.k.a. the Tuition Reimbursement Program)

PROGRAM GOAL

The ultimate goal of this program is for all Californians, regardless of geographic location or economic status, to have access to a variety of services that will assist them in improving their skills, knowledge, status, and life condition. To achieve this goal, staff in California libraries must have the knowledge and skills needed to support the valuable programs and services provided in their communities. This program supports the California State Library's Library Services and Technology Act Five-Year Plan.

PROGRAM OVERVIEW

This grant program provides support for the educational and learning needs of public and county law library staff interested in providing library services to persons having difficulty using a library, and to underserved urban and rural communities, including children from families with incomes below the poverty line. Under this program, eligible libraries may apply for funding to reimburse staff for academic coursework taken in an ALA-accredited Master's program in library and information studies.

The Executive PLSEP Component of the program is designed specifically to address the library education needs of public library directors seeking their MLIS degree. The intent of this component is to provide grant funds to the successful applicant's library for reimbursement of the director's course fees.

LIBRARY ELIGIBILITY CRITERIA

Because federal Library Services and Technology Grant Act funds are used to fund this program, grant awards can only be made to applicant libraries on behalf of their eligible students. The library is responsible for administration of funds to successful applicant staff according to the administration guidelines appearing elsewhere in this packet. Only California public libraries and county law libraries are eligible to apply for funds under this targeted grant program.

STUDENT/STAFF ELIGIBILITY CRITERIA

- Applicants must be employed full or part-time in a California public library or county law library, with employment having begun at least one year prior to application, or receipt of any tuition reimbursement funds.
- Applicants must be pursuing their Master's degree at an ALA-accredited library school.

(**Note:** Applicants enrolled in non-California based distance education programs who are selected to receive tuition reimbursement will **only** receive reimbursement up to the equivalent cost of attending a California-based library education program.)

Applicants applying under the *Executive PLSEP Component* must be currently employed as the director of a California public or county law library, and be pursuing their Master's degree through an ALA-accredited program.

PROGRAM PARAMETERS

No individual shall be reimbursed more than \$5,000 per grant year. And no individual shall receive reimbursement for more than 5 grant years under this program.

SELECTION CRITERIA

New applicants:

Awards are made on a competitive basis. Individual applications will undergo a two-step review process by a committee comprised of representatives from California public libraries. A "blind review" will be done on the applicant's essay/statement of commitment, experience, and training attended. Then a review of the applicant's recommendation letters and workload to be undertaken and proximity toward completion of the program will be done.

Applications from new applicants will be evaluated and scored as follows:

<u>First Review</u>	<u>Maximum Possible Score</u>
Essay/Statement of Commitment	30
Experience	
Work-related	10
Community/volunteer	10
Skills and abilities	10
Training/workshops attended	10
Subtotal	(70)
<u>Second Review</u>	
Recommendation Letters	20
Estimated Date of Graduation and workload to be taken	10
Subtotal	(30)
TOTAL	100

Past Recipients Continuing their Studies:

Applications from past recipients who are continuing their studies will be given priority consideration. These applications will be evaluated only on the essay segment, and updated letters of recommendation.

Current Directors of Public Libraries or County Law Libraries Applying Under the Executive Component:

Applications received from directors of California public or county law libraries will be reviewed only by State Library staff and the State Librarian.

The amount of funding available to this program varies from year to year.

TIME TABLE

March 18, 2009	Deadline for Receipt of Applications at the State Library
July 2009	Anticipated Notification to Library of Award or Non-Award
July 1, 2009	Grant year begins
June 30, 2010	End of grant award year

APPLICATION INSTRUCTIONS FOR LIBRARIES

- Please distribute a copy of this complete packet to past recipients on your staff, and any new potential applicants.
- Complete and sign (in blue ink) the Application for Grant Funds.
- Submit the following to the State Library:
 1. The original and 2 copies of the signed Application for Grant Funds.
 2. The original and six copies of the student/staff member's application packet (*New applicants have been instructed to provide you with the original and six copies of their application packet at least one month in advance of the deadline. Past recipients who are continuing their studies have been instructed to provide you with the original and 3 copies of their application packets.*)

These documents must be received no later than 4:00 p.m. on **March 18, 2009** at:

California State Library
Library Development Services
Attn: PLSEP
P. O. Box 942837
Sacramento, CA 94237-0001
(916) 653-5217

If delivered via UPS, FedEx, etc.:
900 N Street, Library Development Services
Sacramento, CA 95814

Applications received beyond the deadline, but bearing a postmark date of March 18, 2008 or prior date are not acceptable. Facsimile submissions of applications are also not acceptable.

LIBRARY ADMINISTRATION OF FUNDS

Libraries that receive grant funds under this program are responsible for administering the tuition reimbursement to the staff member(s) designated in the award letter, providing the following conditions have been met:

1. Staff member(s) completed the course(s) within the grant year.
2. Staff member(s) provided the library with some form of printed verification of the course/tuition paid.
3. Staff member(s) received a minimum course grade (based upon an “A-F” grading scale), of “B-”, or if applicable, a “Credit” for a credit/no credit course. “Incompletes” do not qualify for reimbursement.
4. Each applicant has signed a statement of commitment, or has satisfactorily pledged his/her commitment to continue employment with the public library at which he/she is employed for at least one year after receiving the MLIS degree, if a librarian position is available.
5. Staff member(s) reimbursement shall not exceed \$5,000 during the grant year.

Because federal grant funds are being utilized for this program, all activity and course work for the award year must be completed no later than June 30th of the grant year.

Please note that any indirect costs of handling this potential grant are to be provided in-kind by your library. Grant awards made under this program will not include funds for indirect costs.

REPORTING REQUIREMENTS

Libraries receiving grants will be required to submit quarterly LSTA financial reports, and a final narrative report. These forms are accessible on our website at <http://www.library.ca.gov/grants/lsta/plsep.html>.

APPLICATION INSTRUCTIONS FOR STUDENTS

If you have not yet done so, please read the preceding pages of this application packet, paying special attention to the eligibility requirements.

For new applicants (excluding library directors):

Fill in the information requested on the Student Application Form and sign (in blue ink) where indicated. **Do not** attach any additional information unless specifically requested.

Please provide the original and six copies of your complete application packet to your library director for verification and submission to the State Library.

Each copy must be paper clipped. It is recommended that the application packets be provided to your library director at least a month before the application deadline.

If you would like verification of receipt of your application at the State Library, please attach a self-addressed stamped postcard to the first page of your application form.

Please be advised that tuition reimbursement awards made under this grant program do not cover the full cost of student fees each session, only the basic university fee. For example, at San Jose State University, in the Spring of 2009, a regular session student taking 9 units has to pay \$2,350 in tuition for that semester. However, the State University fee is only \$1,878, and recipients under this reimbursement program will only receive reimbursement for the \$1,878 state university fee. So the student will not be reimbursed for paying the difference of \$472 for that session. Other required university fees, such as student union fees, student association fees, document fees, technology fees, and health fees, are also not reimbursed. And the maximum award made to any individual student is \$5,000 per grant year.

For library directors who are new applicants:

Please complete the Executive Program application. Please sign in blue ink, and submit the original and three copies of the Application for Grant Funds and the Executive Program Application. (Please note the maximum per student yearly reimbursement of \$5,000 also applies to students under this program.)

For past recipients/continuing students:

Complete questions #1 - #12 on the Student Application Form. Be sure to include your essay. If your interest and commitment to public library work has not changed since the previous year's application, you may submit the same essay as the previous year.

We are, however, requiring that you submit 2-3 **updated** recommendation letters with your application packet.

NOTE FOR ALL APPLICANTS: Failure to follow these instructions or submission of an incomplete application will result in automatic disqualification of your application. No exceptions to this rule will be allowed.

COURSE FEE INFORMATION

At this time we do not yet know what the 2009/10 rates will be. However, to give you an idea of the rates, below are the 2008/09 state university fees for San Jose State University and the University of California at Los Angeles' Master's degree programs in library science. Please bear in mind there is a maximum cap of \$5,000 tuition reimbursement per student per grant year.

San Jose State University

Regular Session Students

For 1.0 – 6.0 units	\$1,089
For 6.1 or more units	\$1,878

Special Session Students

For each 3 unit course	\$1,317
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University of California, Los Angeles

\$7,122/academic year educational fee

Other student fees and expenses, such as health fees, insurance fees, books etc., are not eligible for reimbursement under this program.

For more information on the Master of Library and Information Science program at San Jose State University, check out their website at <http://witloof.sjsu.edu>.

For more information on the Master of Library and Information Science program at UCLA, check out their website at <http://www.gseis.ucla.edu/>.

For more information on Library and Information Studies programs across the nation, check out the information available on the American Library Association's website at <http://www.ala.org/ala/educationcareers/index.cfm>.